

GENERAL ADMINISTRATION

Functional Area Budget Highlights

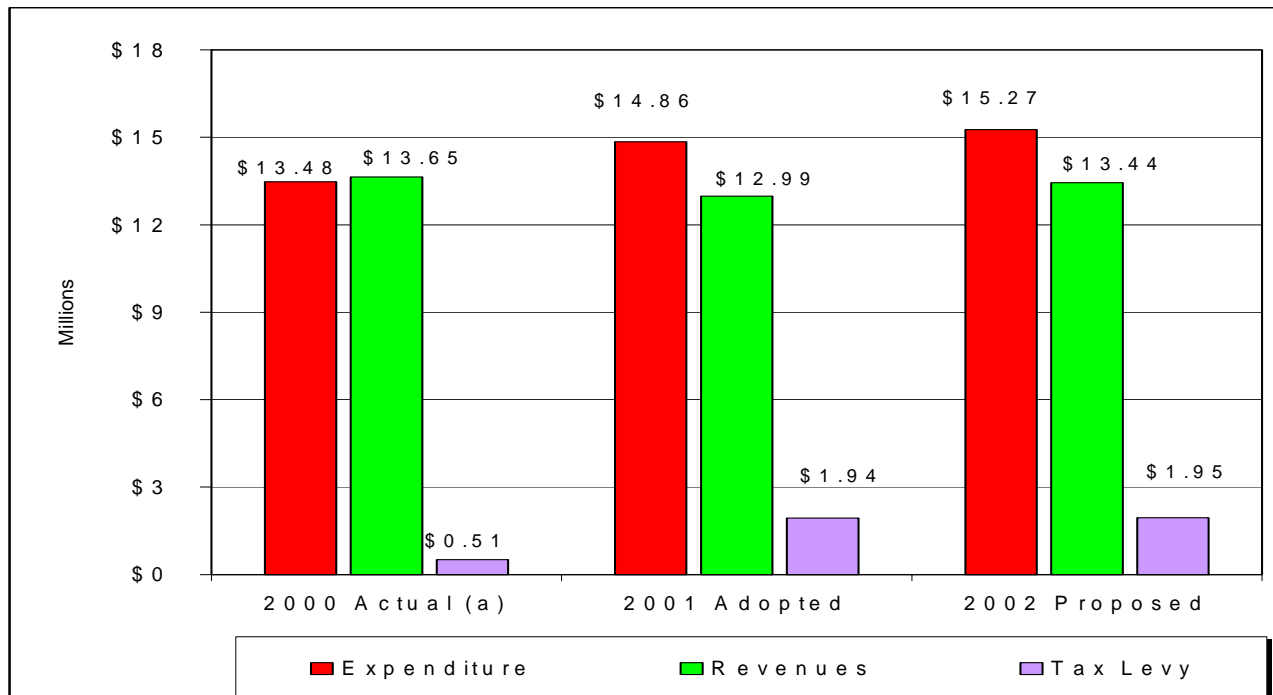
The agencies within the General Administration Functional Area can be divided into two areas: 1) those with responsibilities vested in an elected official; and 2) those that provide the Central Administrative support operation of the County.

The agencies headed by an elected official include **County Executive**; **County Board**; **County Clerk**; and **County Treasurer**.

The agencies that provide Central Administrative support include: **Department of Administration**, which provides internal operations of financial services, human resource services, purchasing and information systems, and includes the following proprietary fund operations: **Risk Management Fund**, **Collections Fund**, **Communications Fund**, **Radio Service Fund**, and the **Records Management Fund**. The office of **Corporation Counsel** serves as legal advisor and counsel to all County elected officials, County agencies, boards, commissions and committees.

General Administration related operations / projects included in other functional areas are Countywide technology related capital projects (see Capital Projects, Section VII) and purchases of major equipment replacements (see End User Technology Fund in Non-Departmental Functional Area, Section VI).

The 2002 expenditure budget for this functional area totals \$15,265,365, after adjustments to exclude proprietary fund capitalized fixed asset items, an increase of \$409,374 or 2.76% from the 2001 adopted budget. Budgeted revenues, including \$407,115 of fund balance appropriations, total \$13,444,201, an increase of 3.52% from the previous year's budget. The tax levy necessary to fund this functional area totals \$1,945,799, an increase of \$1,290 or 0.07% from the 2001 budget.



(a) See Functional Area Summary by Agency for information on individual department use of tax levy

GENERAL ADMINISTRATION						
Functional Area Summary by Agency						
	2000 Actual	2001 Adopted Budget	2001 Estimate	2002 Adopted Budget	Change from 2001 Adopted Budget \$ %	

*** TOTAL GENERAL ADMINISTRATION ***

Expenditure	\$13,477,387	\$14,855,991	\$14,528,448	\$15,265,365	\$409,374	2.76%
Revenues (a)	\$13,648,109	\$12,987,182	\$13,427,629	\$13,444,201	\$457,019	3.52%
Oper Income / (Loss) (d)	\$686,515	\$115,700	\$332,992	\$194,635	\$78,935	N / A
Tax Levy (b), (c)	\$508,810	\$1,944,509	\$1,393,811	\$1,945,799	\$1,290	0.07%

BREAKDOWN BY AGENCY

COUNTY EXECUTIVE						
Expenditure	\$425,723	\$469,670	\$468,143	\$487,060	\$17,390	3.7%
Revenues	\$7,400	\$8,250	\$8,250	\$8,250	\$0	0.0%
Tax Levy	\$418,323	\$461,420	\$459,893	\$478,810	\$17,390	3.8%

COUNTY BOARD						
Expenditure	\$1,094,321	\$1,172,235	\$1,114,495	\$1,227,504	\$55,269	4.7%
Revenues	\$0	\$0	\$0	\$0	\$0	N / A
Tax Levy	\$1,094,321	\$1,172,235	\$1,114,495	\$1,227,504	\$55,269	4.7%

COUNTY CLERK						
Expenditure	\$470,668	\$404,337	\$391,792	\$540,774	\$136,437	33.7%
Revenues	\$123,601	\$125,375	\$128,053	\$127,175	\$1,800	1.4%
Tax Levy	\$347,067	\$278,962	\$263,739	\$413,599	\$134,637	48.3%

COUNTY TREASURER						
Expenditure	\$460,537	\$531,848	\$500,701	\$543,429	\$11,581	2.2%
Revenues	\$7,427,225	\$6,425,800	\$6,776,194	\$6,679,200	\$253,400	3.9%
Tax Levy (c)	(\$6,966,688)	(\$5,893,952)	(\$6,275,493)	(\$6,135,771)	(\$241,819)	4.1%

DEPARTMENT OF ADMINISTRATION						
Expenditure (b)	\$10,060,555	\$11,180,690	\$10,955,507	\$11,320,043	\$139,353	1.3%
Revenues (a)	\$5,852,720	\$6,126,652	\$6,214,027	\$6,305,535	\$178,883	2.9%
Oper Income / (Loss) (d)	\$686,515	\$115,700	\$332,992	\$194,635	\$78,935	N / A
Tax Levy (b)	\$4,887,367	\$5,129,738	\$5,034,472	\$5,139,143	\$9,405	0.2%

CORPORATION COUNSEL						
Expenditure	\$965,583	\$1,097,211	\$1,097,810	\$1,146,555	\$49,344	4.5%
Revenues	\$237,163	\$301,105	\$301,105	\$324,041	\$22,936	7.6%
Tax Levy	\$728,420	\$796,106	\$796,705	\$822,514	\$26,408	3.3%

- (a) The 2001 budget includes a total of \$324,318 of fund balance appropriations which includes: Risk Management: \$138,106, Collections: \$45,000, Communications: \$41,212, and Radio Services: \$100,000. The 2002 budget includes a total of \$407,115 of fund balance appropriations which includes: Risk Management: \$149,115, Collections: \$70,000, and Radio Services: \$188,000
- (b) To conform with financial accounting standards, proprietary fund expenditures exclude fixed asset expenditures, debt service-principal payments and proprietary fund retained earnings, therefore, expenditures less revenues do not equal tax levy.
- (c) Revenues in excess of expenditures reduce tax levy funding for other general governmental operations.
- (d) Operating income amounts generated from enterprise fund operations are retained in fund balance and do not result in a reduction of tax levy funding for other operations.

Significant program and funding changes from the 2001 budget include:

- The **County Executive's office** will continue to coordinate technological advances and web based initiatives with the informational Systems and County Departments in order to provide more efficient and effective services.
- The **County Board's office** will monitor progress and make County Board Supervisors and staff available for special projects such as the Justice Facility Plan, Consolidated Dispatch, Code revisions, RFP selections, etc.
- The **County Clerk's office** is budgeting a cost increase of \$150,000 for ballot and advertising costs in the election program, as 2002 is a gubernatorial election year.
- **Treasurer's Office** revenues are budgeting a \$250,000 increase, realizing greater return on invested cash balances and continuing cooperation with the Department of Administration to improve investment cash management practices.
- The **Treasurer** will coordinate with Information Systems and credit card processor to have information put on Treasurer's web page that would allow taxpayers the ability to pay their property taxes via Internet or phone. The cost for this service would be paid through a fee paid by the taxpayer and / or program savings with no fiscal impact on taxes collected.
- The **Administration-Accounting, Budget, Purchasing, and Information System Departments** will begin upgrade implementation of its Business Application System using Oracle 11i web based system.
- The **Department of Administration-Information System Department** will 1) assist in the transition of Human Services to the PeopleLink system which is also slated to be connected to the State Child Welfare System, 2) begin the transition of the District Attorney to the Statewide Case Management System, 3) assist in implementing the Law Enforcement Management System and the Detention management System for the Sheriff's Department, and 4) complete the transformation of Register of Deeds information to the Data Warehouse.
- **Risk Management** will engage a medical provider's nursing services to assist with medical management of OSHA code requirements and health care treatment of employee worker compensation injuries.
- **Records Management** will continue into the second year of the six year Electronic Document Management System Capital Project that includes planning, research, development and implementation of cost effective and efficient imaging and records management strategies throughout the County.
- **Radio Services** will be in the first full year of operations with all charter member municipalities and county departments on the trunked radio communications system.
- **Collections** will complete repayment of start up funding tax levy that was provided from 1994-1996.
- **Corporation Counsel** will work with the Records Management Department to continue the imaging of Corporation Counsel paper records to allow greater, more timely access while maintaining the confidentiality and integrity of the records.

**BUDGETED POSITIONS 2000-2002
SUMMARY BY AGENCY AND FUND**

GENERAL ADMINISTRATION

Agency	Fund	2000 Year End	2001 Adopted Budget	2001 Modified Budget	2002 Budget	01-02 Change
COUNTY EXECUTIVE	General	4.75	4.75	4.75	4.75	0.00
COUNTY BOARD	General	9.00	9.00	9.00	9.00	0.00
COUNTY CLERK	General	5.75	5.50	5.50	5.00	-0.50
TREASURER	General	6.50	6.50	6.50	6.50	0.00
DEPT. OF ADMINISTRATION	General	70.28	65.20	65.20	65.00	-0.20
	Risk Management	3.20	3.20	3.20	3.20	0.00
	Records Management	7.50	7.50	7.50	7.50	0.00
	Communications	2.02	2.15	2.15	2.35	0.20
	Radio Services	5.25	5.20	5.20	5.20	0.00
	Collections	4.75	4.75	4.75	4.75	0.00
	Subtotal Dept. of Admin.	93.00	88.00	88.00	88.00	0.00
CORPORATION COUNSEL	General	10.15	11.40	11.40	11.40	0.00
TOTAL REGULAR POSITIONS		129.15	125.15	125.15	124.65	-0.50
TOTAL EXTRA HELP		8.29	10.93	10.93	10.39	-0.54
TOTAL OVERTIME		0.32	0.39	0.39	0.44	0.05
TOTAL BUDGETED POSITIONS		137.76	136.47	136.47	135.48	-0.99

2002 BUDGET ACTIONS

COUNTY CLERK

Abolish 0.50 FTE Clerk Typist II
Increase Extra Help by 0.20 FTE

TREASURER

Decrease Extra Help by 0.07 FTE

DEPT OF ADMINISTRATION

GENERAL FUND

Transfer Out 0.10 FTE Senior Information System Professional to Communications
Transfer Out 0.10 FTE Information System Technician to Communications
Decrease Extra Help by 0.43 FTE
Decrease Overtime by 0.07 FTE

COMMUNICATIONS

Transfer In 0.10 FTE Senior Information System Professional from DOA-General Fund
Transfer In 0.10 FTE Information System Technician from DOA-General Fund
Increase Overtime by 0.11 FTE

RADIO SERVICES

Decrease Extra Help by 0.40 FTE
Increase Overtime by 0.01 FTE

COLLECTIONS

Increase Extra Help by 0.16 FTE

POSITIONS UNFUNDED IN 2002 BUDGET

None

2001 Current Year Actions

None